# PROCEDURE FOR HANDLING OF CHARGE OF DISCRIMINATION

#### PROCEDURAL REGULATIONS:

The Commission's procedures are set forth by regulation which has the force of law, and which should be reviewed.

**THE COMMISSIONERS**: The Commission is a citizens panel, consisting of five persons appointed by the Governor and confirmed by the Senate for staggered five year terms.

### Intake/Framing The Complaint

A detailed interview with person filing the complaint to determine the specifics of the charge and the Commission's jurisdiction. If there is no jurisdiction or if the alleged discrimination cannot be supported, the complaint is administratively dismissed.

# RESPONDENT NOTIFIED INFORMATION REQUESTED

A copy of the complaint is mailed to the respondent with formal notification and a request for information; settlement is invited.

#### **INVESTIGATION**

Facts are gathered. either by fact finding conference, review of information in the file, or interviews with the parties; report is written; both parties may respond to report: report containing staff recommendations and responses from complainant and respondent are forwarded to the Commissioners for review.

## FINDINGS BY COMMISSION

At a public meeting, the Commission considers each case and votes to find whether or not reasonable grounds exist to believe that unlawful discrimination has occurred.

#### **DISMISS**

If the Commission finds that no reasonable grounds exist to believe that unlawful discrimination occurred, the complaint is dismissed.

#### **CONCILIATE**

If the Commission finds that reasonable grounds exist to believe that unlawful discrimination has occurred, conciliation negotiations occur.

#### COURT

If the matter cannot be settled, a civil action is filed in Superior Court.

### SETTLE

If the matter can be settled between the parties prior to a Commission finding, an agreement is executed.

#### **DISMISS**

If the Commission staff ascertains that the terms of the settlement agreement have been met, the matter is administratively dismissed.